

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement Number
10-152-ARNG

Opening Date
22 October 2010

Position Title, Series & Grade
Paralegal Specialist, GS-0950-09

PD Number:
70687000

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:

8 November 2010

SEE NOTE

Location of Position:

JAG
Camp Murray, WA

Baseline physical

An employment physical may be required within 90 days of employment per OSHA regulation and NGB* *this physical will be used to determine fitness and eligibility for continued employment.

Salary Range:

\$50,628 PA to \$65,812 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

Appointment Factors

Area of Consideration

☐ **Area A – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

☐ **Area B – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard.

☒ **Area C – In-service Excepted:** All presently employed permanent accepted technicians, indefinite excepted technicians, and AGR members with excepted technician reemployment rights to the Washington Army National Guard.

☐ **Area D – In-service Competitive:** All presently employed permanent competitive technicians of the Washington Army National Guard.

CURRENT BARGAINING UNIT STATUS

☐ **Bargaining Unit**
☒ **Non-Bargaining Unit**

Appointment Factors:

☐ Officer ☒ **Enlisted** ☒ **Warrant Officer**

☐ NDS (Competitive)

☐ Permanent ☐ **Indefinite*** ☐ Temporary*

***This is an obligated position (current occupant is on a Military Tour). If an individual employed in the excepted civil service accepts this position, he/she will receive an indefinite appointment. If a Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite appointee will have no reemployment rights to his/her former position or any other position. If the military tour member, having reemployment rights to this position, does not exercise his/her rights within 5 years, and funding level and employee manning levels permit, incumbent may be converted to permanent technician status without further competition.**

Military Assignment & Grade Requirements

MOS: 27D

WMOS: 270A

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

Military Grade Available:

E-6 through CW4

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized	<input type="checkbox"/> PCS expenses are authorized
<input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
General Experience: Analyze problems to identify significant factors, gather pertinent data, and recognize solutions. Plan and organize work. Communicate effectively orally and in writing.	
Specialized Experience: Must have 24 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army. Must have and be able to obtain a Secret security clearance.	
The Following Selective Placement Factors (SPFs) Will Be Considered in the Evaluation Process	
Element I – Ability to work independently.	
Element II – Ability to research state/federal duty and status (T-10, T-32, IDT, AT, SAD) issues.	
Element III – Knowledge of researching, drafting, and editing legal memoranda, policies reports and regulations.	
Element IV – Ability to maintain OSJA office filing system in accordance with Army Regulations.	
Element V – Knowledge in preparing WCMJ military justice documents, administrative separation packets, and administrative board transcripts.	
Element VI – Ability to supervise notary services under state and federal law.	
Element VII – Ability to screen and triage legal clients.	
Element VIII – Skill in reviewing and assembling responses to FOIA inquiries.	
Employment Conditions	
<ol style="list-style-type: none"> 1. Technicians are paid through direct deposit/electronic funds transfer. 2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government. 3. <u>Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.</u> 4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician. 5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f) 	
Only the work Experience and Qualifications/Education you show on the OF 612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.	
Summary of Duties	
<p>This position is located in the Joint Force Headquarters – State (JFHQ-ST), Office of the Staff Judge Advocate (SJA). The primary purpose of this position is for paralegal support within the State Staff Judge Advocate's Office providing ancillary legal research and analysis. Supports the Freedom of Information Act (FOIA), Preventative Law and Alternative Dispute Resolution (ADR) programs in the state. Serves as a point of contact for claims, ethics determinations, and legal assistance for Army and Air National Guard personnel and their families. Provides technical legal guidance and support to National Guard unit commanders and their assigned legal personnel. Provides ancillary legal work to the state/territory SJA and other assigned Army National Guard (ARNG) and Air National Guard (ANG) attorneys servicing the state/territory National Guard's case load. Provides research, analysis, guidance, and support to administer courts-martial, non-judicial punishment, administrative boards and other legal actions and administrative processes. Implements the Preventative Law Program. Supports the state/territory Alternative Dispute Resolution (ADR) program. Serves as the primary point of contact for claims. Serves as a point of contact for ethical determinations. Reviews Freedom of Information Act (FOIA) requests. Provides legal assistance by receiving requests for routine or emergency legal assistance. Performs a variety of administrative/clerical support functions to insure the effective operation of the office and legal programs in the absence of an office administrator. Performs other duties as assigned.</p>	

How to Apply

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification"
- SF 256 "Self-Identification of Handicap"
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

- 3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
- 4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
- 5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835